



## Quality Rating 3: Checklist School-Age Only Programs

The following list provides the evidence required to meet Quality Rating 3.

### Staff Qualification and Professional Development (STF)

- ☐ STF 1: Education/Experience

Documentation required: Current Maryland Child Care Credential Certificate(s), award letter(s) or equivalent training

### Accreditation and Rating Scales (ACR)

- ☐ ACR 1: Accreditation  
Documentation required: Accreditation visit verification form

- ☐ ACR 2: Program Assessment  
Documentation required: SACERS score sheet(s)

- ☐ ACR 3: Program Improvement Plan (PIP)  
Documentation required: Program improvement plan and statement of the process of program improvement

### Developmentally Appropriate Learning and Practice (DAP)

- ☐ DAP 1: Environment  
Documentation required: Philosophy statement & Daily schedule
- ☐ DAP 2: Learning Materials  
Documentation required: Statement describing selection and use of learning materials
- ☐ DAP 3: Positive Guidance  
Documentation required: Positive behavioral practices policy (discipline policy)
- ☐ DAP 4: Planning  
Documentation required: Statement describing lesson planning process
- ☐ DAP 5: Implementation  
Documentation required: Daily schedule & Recent weekly or daily lesson plan
- ☐ DAP 6: Screen Time  
Documentation required: Screen time policy shared with families and/or staff

## Administrative Policies and Practices (ADM)

- ADM 1: Information and Policies  
Documentation required: Family handbook, written agreement, or contract
- ADM 3: CACFP  
Documentation required: Participation verification (MSDE) or Ineligibility/Non-Participation form
- ADM 4: Nutritious Meals and Snacks  
Documentation required: Nutrition policy and recent weekly menu
- ADM 5: Family Engagement  
Documentation required: Examples of family engagement opportunities
- ADM 6: Family Communication  
Documentation required: Communication policy
- ADM 7: IEP  
Documentation required: Enrollment/intake documentation; Statement describing how program works with families and early intervention or special education service providers
- ADM 8: Staff Meetings  
Documentation required: Yearly staff meeting schedule shared with staff; Staff meeting agenda; Staff meeting sign-in sheet
- ADM 9: Performance Evaluation  
Documentation required: Staff performance evaluation schedule shared with staff; Staff performance evaluation tool
- ADM 10: Staff Policies and Handbook  
Documentation required: Staff Handbook
- ADM 12: Salary and Benefits  
Documentation required: Current salary scale
- ADM 13: Community Resources  
Documentation required: Statement of how community resources are identified and updated
- ADM 15: Transition Plans  
Documentation required: Statement of transition plans

---

**Policy:** A form written document that explains your program's practices and that is shared with families and your staff.

**Statement:** A written description of your program's practices. Program policies in a particular area can be substituted for a statement (example: Curriculum Policy can be substituted for a curriculum statement).